



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER 007 - 041

OPEN TO: All Interested Candidates

POSITION: Diplomatic Security Contract Investigator
(POSITION WILL BE AVAILABLE IN JULY 2007)

PAY RATE: Approximately \$30,000 - \$40,000 per year

WORK SCHEDULE: Part-time (flexible work hours)

OPENING DATE: April 20, 2007

CLOSING DATE: Until Filled

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Manila is seeking an individual for employment in-country in the position of Diplomatic Security Contract Investigator in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

A Contract Investigator is needed by the RSO to gather, sort, and process data required for assessing the character, loyalty, and reliability of current and prospective USG employees. The investigator shall conduct personnel investigations in accordance with Letter of Instruction (LOI) to accomplish the following:

1. Obtain data from appropriate records and other documentary sources that contain personal data for confirming identity and history of individuals;
2. Establish the continuity of subject's claimed activities, account for the subject's change of residence;
3. Provide sufficient data to enable the DOS to establish subject's loyalty to the United States by conducting subject interviews with individuals, conducting neighborhood inquiries, searching records of credit agencies, police and other law enforcement and regulatory agencies;

4. Provide sufficient data to enable the DOS to establish the subject's character, integrity, trustworthiness, and overall suitability for employment and/or access to classified information;

5. Perform record checks and prepare drafts of final reports from the above activities.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must hold a Bachelors degree from an accredited college or university.
2. Must have the ability to work independently and meet strict deadlines.
3. Must have the ability to collect information through interviews and review of documents.
4. Must have the ability to report findings thoroughly and clearly, both orally and in written form.
5. Must have skills sufficient to receive assignments and report findings via computer.
6. Previous experience in law enforcement, military or security-related work and in conducting interviews is desirable.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. The candidate must be a U.S. citizen 18 years or over, and be able to obtain and hold a Top Secret security clearance.

2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA+ are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) <http://manilaap01/homepage/hrd/wwwfper1.pdf>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission authority, a copy of Philippine Immigration documents (e.g., Alien Certificate of Registration, Immigration Certificate of Residence) showing Republic of the Philippines residency status.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Room 304, Chancery Annex Building
American Embassy Manila
Telephone: (632)528-6300 ext. 2243

Fax: (632)522-4361

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse or dependent who is at least age 18;

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: UNTIL FILLED

The U.S. Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.